



City of San Marcos 2011 CDBG Application

Due Date: April 8, 2011

Applicant Contact Information

Applicant Organization: Community Action, Inc. of Hays, Caldwell, and Blanco Counties

Contact Name: Carole Belver **Telephone:** 512-392-1161, ext 328

Mailing Address: P.O. Box 748 San Marcos, TX 78667-0748

E-Mail Address: cbelver@communityaction.com **Fax No:** 512-392-3530

Organization's Taxpayer Identification Number (EIN): 74-1541726

Organization's Dun and Bradstreet Number: 037318342

Application Summary Information

Project Title: San Marcos Senior Citizen Expansion Project Phase II

Project Funding

★ Amount of CDBG Funds Requested: \$262,850

★ Percentage of CDBG Funds (amount requested) to Total Project Cost: 100%

Service Area

Project Location: 810 Arizona Street, San Marcos, TX

Give exact address or describe the boundaries of the area to be served by this project.

Priority Eligibility

Select one

☒ Public Facilities and Improvements

☐ Housing

☐ Clearance Activities

☐ Other*: _____ *Contact staff at 393-8147 to discuss eligible uses of funds*

National Objective

Select One

☒ Benefit to Low/Mod Income Persons

☐ Slum or Blight Elimination/Prevention

☐ Urgent Need (such as disaster)

Project Timetable

★ Projected start date: 10/1/2011 Projected Completion Date: 9/30/2012

★ Will your project be completed (all CDBG funds expended) by July 15, 2011? 2012?

____ Yes ☒ No If "No", when? 9/30/2012

Project Summary Narrative:

Please describe the project:

CDBG funding is requested for the construction of approximately 1,472 square feet addition to the existing San Marcos Senior Citizen Center located at 810 Arizona Street, San Marcos, TX.

Project Scope:

Check all items that apply and whether or not this aspect of the project is proposed for CDBG funding:

CDBG Funding (check one if applicable)

<input checked="" type="checkbox"/>	Professional Services	<u> X </u> Yes	<u> </u> NO
<input type="checkbox"/>	Program Administration	<u> </u> Yes	<u> </u> NO
<input type="checkbox"/>	Property Acquisition	<u> </u> Yes	<u> </u> NO
<input type="checkbox"/>	Housing Rehabilitation	<u> </u> Yes	<u> </u> NO
<input type="checkbox"/>	Lead Paint Testing / Remediation	<u> </u> Yes	<u> </u> NO
<input checked="" type="checkbox"/>	Construction Activities	<u> X </u> Yes	<u> </u> NO
<input type="checkbox"/>	Demolition / Clearance	<u> </u> Yes	<u> </u> NO
<input type="checkbox"/>	Economic Development	<u> </u> Yes	<u> </u> NO
<input type="checkbox"/>	Other _____	<u> </u> Yes	<u> </u> NO

Project Beneficiaries

Will this project provide a direct benefit to individuals (such as a housing rehabilitation program)? Yes or X No

If yes, please answer the following questions:

Will the beneficiaries be selected through an open application process? Yes or X No

If yes, describe your eligibility criteria and method of selecting participants. ***Please attach a copy of your application as a part of your submittal.***

Do you verify applicant income? ____ Yes or X No If yes, describe how you verify and document income.

Estimated number of all households to be served by this project: 230 Households

★ How were these estimates derived? The number is based on the number of unduplicated seniors that are currently being served at the Center

Line Item Budget

Guidance: Please use the following format to present your proposed line item budget. Secured funds are funds on-hand, pledged, or awarded. Following the Line Item Budget, please complete the Supplemental Budget Form – Use of Other Resources. Funds and costs, as outlined on the *Sources and Uses of Funds* form, may **not** be spent or incurred prior to a contract award date (usually October 1st) from the CDBG Program. **City Council has waived fees for Construction Permitting and Land Development Code Processes for CDBG projects.**

Supporting documentation may be attached in the Appendix area.

Budget Item	CDBG Funding Proposed	Other Funding Source	Secured Funds (not-in kind match)	Additional Funds Needed to Complete Project
Program/Project Administration Provide Detail of Activities Funded				
TOTAL ADMINISTRATION				
Program/Project Delivery & Construction Activities				
Acquisition of Real Property				
Appraisal Costs				
Professional Services				
Architectural	\$1,200			
Engineering				
Surveying				
Other Inspections	\$2,400			
Permits and Fees*				
Demolition/Clearance				
Dumpsters/Portable Toilets				
Rehabilitation Hard Costs				
Environmental Testing				
Infrastructure Construction Hard Costs				
Facility Construction Hard Costs	\$240,000			
Fencing, signs				
Fire Sprinkler if required	\$5,000			
Other: mileage, printing, plotting, shipping				
long distance, etc.	\$2,000			
Total				
BUDGET TOTAL	\$262,850			

Leveraging

1. Has your organization actively solicited funds from our sources (besides the City of San Marcos) to fund this project? No

Type (Grants, Foundations, Private Donations, etc.)	Source	Dollars Requested	Dollars Awarded	Purpose/Use

2. Fundraising Efforts – What fundraising activities/events has your Agency held to support this project?

Type of Event	Date	Dollars Sought	Dollars Raised	Purpose/Use
none				

2. Describe your proposed use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.

For this project, we do not anticipate receiving any donated goods or services.

3. Please provide an explanation for any unusual budget expenditures listed in the line item budget in Part 1.

N/A

Projected Implementation Schedule with Performance Goals									
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Projected Start Date: 10/01/2011

Projected Completion Date: 9/30/2012

[illegible]

Accomplishments

Quantitative Objectives for this Project: *(For example, 1000 linear feet of sidewalk)*

Construction of a 1474 square foot addition and modification of the existing 1600 square foot building that houses the senior citizen program that is run by Community Action, Inc. of Hays, Caldwell, and Blanco Counties.

Qualitative Objectives for this Project: (Other than by numerical statistics, how can the success of this program be measured? For example, the removal of barriers for a sidewalk project or increased code compliance for a rehab project)

The senior citizen center will be able to increase the average daily attendance from 26 to 45 participants.

Agency Information

Background Information

★ Date of Incorporation: October 1, 1965

★ Type of Corporation: non-profit

★ Describe the purpose of the agency, the type of services provided, and the characteristics of clients served.

The mission of Community Action, Inc. is to mobilize resources and engage communities in order to move families out of poverty and to ensure their children's success in school. The agency provides a wide range of services in Hays County and surrounding Central Texas counties, except Travis County. The administrative office is located in San Marcos, with outreach centers, health clinics, child development centers, senior citizen center, and adult education classrooms located throughout the service area.

Clients served are primarily low to moderate income families and children.

Funding History

★ Has your organization received CDBG funding in the past 10 years? Yes x No

★ If yes, how were the funds used?

1. MLK Health Clinic Parking Lot and improvements
2. San Marcos Senior Center Expansion-architectural/engineering and parking lot construction

★ Is the project complete? Yes #1 No #2 If no, please describe status of the project.

Project number 2 is the architectural, engineering and parking lot construction is in progress and hopes to be completed 9/2011.

Personnel/Staff Capacity/Board of Directors

★ Attach a description of the staff, board, or volunteer positions that will work directly with this proposed project. Your description should include a description of the roll they will play in the project and outline who will be responsible for monitoring the project's progress.

★ Number of years your Executive Director has been employed in this capacity with your organization. 4 years

★ Does your organization have a personnel policy manual with an affirmative action plan and grievance procedure? X Yes No

★ Does your organization have a purchasing policy? X Yes No

★ Has your organization been involved in any lawsuits in the past 10 years? X Yes No
Suit was dropped.

★ Has your organization filed a petition for bankruptcy or has a petition for bankruptcy been filed against your organization? Yes X No

★ Are there any outstanding judgments against your organization? Yes X No

★ Does your organization receive \$500,000 or more in Federal financial assistance in a fiscal year?
Yes X No

Insurance/Bonding/Worker's Compensation

★ Does your organization have liability insurance coverage? Yes X No _____. If yes, in what amount \$1 Million , with what insuring agency? BKCW Insurance Agency

★ Does your organization pay all payroll taxes as required by Federal and State laws? Yes X No _____.
If No, explain: _____

★ Does your organization pay worker's compensation in accordance with Federal and state laws?
Yes X No _____.
If No, explain: _____

★ Does your organization have fidelity bond coverage for principal staff members who handle the organization's accounts? Yes X No _____. If yes, in what amount \$150,000 , with what insuring agency? BKCW Insurance Agency
If No, explain: _____

★ Does your organization have Motor Vehicle Liability insurance in amounts not less than \$100,000 for injuries to any one person, \$300,000 on account of any one accident and \$100,000 for property damage?
Yes X No _____. If yes, in what amount See Below** , with what insuring agency?
 BKCW Insurance Agency

If No, explain: _____

**Agency has commercial Motor Vehicle Liability insurance in the amount of \$1 million. this combined liability covers General Liability, Bodily injury and Property Damage.

Applicant Assurances

The applicant hereby assures and certifies, by the submission of this application, that it will comply with the regulations, policies, guidelines and requirements, including Office of Management and Budget Circulars No. A-87, as they relate to the application, acceptance and use of federal funds for this federally assisted project. Also, the applicant gives assurance and certifies with respect to the grant that:

- 1. It possesses legal authority to apply for the grant and to finance the proposed request; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.*
- 2. It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards, and Executive Order 11990, relating to protection of wetlands.*
- 3. It will have sufficient funds available or the ability to obtain the non-federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.*
- 4. It will give the City and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.*
- 5. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the City that funds have been approved and that the project will be performed to completion with reasonable diligence.*
- 6. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement.*
- 7. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of persons displaced as a result of federal and federally-assisted programs.*
- 8. It will comply with all requirements imposed by the city/federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.*
- 9. It will comply with the provisions of the Hatch Act, which limit the political activity of employees.*
- 10. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply.*
- 11. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the city/federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.*

12. *It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.*
13. *It will assist the city/federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.*
14. *It will comply with Texas Civil Statutes, Article 5996a, by insuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.*
15. *It will insure that all information collected, assembled or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Texas Civil Statutes, Article 6252-17a, unless otherwise expressly provided by law.*
16. *It will conduct and administer the program in conformity with the Fair Housing Act (42 USC Section 3901 et. Seq.) and that it will affirmatively further fair housing.*
17. *It will minimize displacement of persons as a result of activities assisted with CDBG funds. In the event that displacement of residential dwellings will occur in connection with a grant-assisted project, it will follow a residential anti-displacement and relocation assistance plan as specified by the City of San Marcos.*
18. *It certifies that it is not now, nor has it even been, on the Federal List of Debarred Contractors.*
19. *It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, applicant certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a).*

Application Certification

I certify that to the best of my knowledge and belief that the information, exhibits, and schedules contained in this application are true and accurate statements and represent fairly the financial condition of the our organization. Our governing body has duly authorized submission of this document. If funded, we agree to comply with the procedures outlined in the *"Playing by the Rules"* handbook that will be supplied by the City of San Marcos.

Carole Belver

Signature

Date Signed: 4/7/2011

Printed Name: Carole Belver

Title: Executive Director

Conflicts of Interest (24 CFR 570.611; 24 CFR 85.35; and 24 CFR 84.42)

There are two sets of conflict of interest provisions applicable to activities carried out with CDBG funding. The first set, applicable to the procurement of goods and services by subrecipients (*funded applicants*), is the procurement regulations located at 24 CFR 84.42 and 85.36. The second set of provisions is located at 24 CFR 570.611(a)(2). These provisions cover situations not covered by parts 84 and 85.

With respect to procurement activities, the subrecipient must maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. At a minimum, these standards must:

1. Require that no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for an award:
 - ★ An employee, officer, or agent of the subrecipient;
 - ★ Any member of an employee's, officer's, or agent's immediate family;
 - ★ An employee's, agent's, or officer's partner; or
 - ★ An organization which employs or is about to employ any of the persons listed in the preceding sections.

(b) Require that employees, agents, and officers of the subrecipient neither solicit nor accept gratuities, favors, or anything of value from contractors, or parties to sub-agreements. However, subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

(c) Provide for disciplinary actions to be applied for any violations of such standards by employees, agents or officers of the subrecipient.

With respect to all other CDBG-assisted activities, the general standard is that no employee, agent or officer of the subrecipient, who exercises decision-making responsibility with respect to CDBG funds and activities is allowed to obtain a financial interest in or benefit from CDBG activities, or have a financial interest in any contract, subcontract, or agreement regarding those activities or in the proceeds for the activities. Specific provisions include that:

- ★ This requirement applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of the City, a designated public agency, or a subrecipient, and to their immediate family members and business partner(s).
- ★ The requirement applies for such persons during their tenure and for a period of one year after leaving the grantee or subrecipient organization.
- ★ Upon written request, exceptions may be granted by HUD on a case-by-case basis.

Conflict of Interest Questionnaire

NOTE: For the purpose of this form, a "covered person" includes any person who is an employee, agent, consultant, officer or elected or appointed official of the City of San Marcos, your organization, or any designated public agency.

Name of Organization: Community Action, Inc. of Hays, Caldwell, and Blanco Counties

1. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds? Yes X No _____ If "no" is checked, please explain how you will comply with this requirement:

2. Are any of your Board Members or employees that are responsible for carrying out this project or members of their immediate families or their business associates also:

- a. Employed by the City of San Marcos? Yes X No _____
- b. Members of or closely related to members of the San Marcos City Council? Yes X No _____
- c. Members of or closely related to an employee of the City of San Marcos? Yes _____ No X
- d. Current beneficiaries or related to beneficiaries of the project for which funds are requested?
Yes _____ No X
- e. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? Yes _____ No X

3. For **each** relationship described above, please answer the following questions: (attach additional page if necessary)

- a. Name of employee or official: Shane Scott
- b. Is this person receiving or likely to receive taxable income from your organization?
Yes _____ No X
- c. Is your organization receiving or likely to receive taxable income from or at the direction of the employee or official AND the taxable income is not from the City of San Marcos?
Yes _____ No X
- d. Is your organization affiliated with a corporation or other business entity in which the employee or official serves as an officer or director, or holds an ownership interest of 10% or more?
Yes _____ No X

4. Describe any other affiliation or business relationship that might cause a conflict of interest with respect to CDBG funds and activities.

none

5. Will any of your organization's employees, officers, board members or members of their immediate family and/or business partners have a financial interest in any contract, subcontract, or agreement regarding CDBG funded activities? Yes _____ No X. If yes, please explain:

I certify that to the best of my knowledge and belief that the information provided in this Questionnaire are true and accurate.

Carole Beluer
Signature

4/7/2011
Date

1. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds? Yes X No _____ If "no" is checked, please explain how you will comply with this requirement:
-

2. Are any of your Board Members or employees that are responsible for carrying out this project or members of their immediate families or their business associates also:

- a. Employed by the City of San Marcos? Yes X No _____
- b. Members of or closely related to members of the San Marcos City Council? Yes X No _____
- c. Members of or closely related to an employee of the City of San Marcos? Yes _____ No X
- d. Current beneficiaries or related to beneficiaries of the project for which funds are requested?
Yes _____ No X
- e. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? Yes _____ No X

3. For **each** relationship described above, please answer the following questions: (attach additional page if necessary)

- a. Name of employee or official: Stephanie Reyes
- b. Is this person receiving or likely to receive taxable income from your organization?
Yes _____ No x
- c. Is your organization receiving or likely to receive taxable income from or at the direction of the employee or official AND the taxable income is not from the City of San Marcos?
Yes _____ No X
- d. Is your organization affiliated with a corporation or other business entity in which the employee or official serves as an officer or director, or holds an ownership interest of 10% or more?
Yes _____ No X

4. Describe any other affiliation or business relationship that might cause a conflict of interest with respect to CDBG funds and activities.

5. Will any of your organization's employees, officers, board members or members of their immediate family and/or business partners have a financial interest in any contract, subcontract, or agreement regarding CDBG funded activities? Yes _____ No X. If yes, please explain:

I certify that to the best of my knowledge and belief that the information provided in this Questionnaire are true and accurate.

Carole Beluer
Signature

4/7/11
Date

**CERTIFICATION REGARDING LOBBYING FOR
CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

I hereby certify to the best of my knowledge and beliefs, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form – *"Disclosure Form to Report Lobbying"*, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed: Carole Beluer
Name

Date: 04/07/2011

Executive Director
Title

COMMUNITY ACTION, INC.
of Hays, Caldwell and Blanco Counties

RESOLUTION 06-05

STATE OF TEXAS
COUNTY OF HAYS

MEETING OF THE BOARD OF DIRECTORS
OF
COMMUNITY ACTION, INC. OF HAYS, CALDWELL AND BLANCO COUNTIES

Pursuant to the Texas Non-Profit Corporation Act, the Community Action, Inc. of Hays, Caldwell and Blanco Counties duly held a meeting in the City of San Marcos, Hays County, Texas on the 16th day of November, 2006.

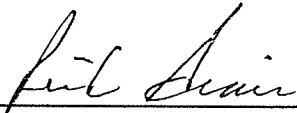
WHEREAS, the operation of the Agency requires immediate action for daily transactions, and to promulgate the authority of the Executive Director to implement the Policies of the Board of Directors,

BE IT RESOLVED, that the Board of Directors certify that Carole Belver, was appointed to serve in the position of Executive Director of Community Action, Inc. of Hays, Caldwell and Blanco Counties at a meeting of the Board of Directors of Community Action, Inc. of Hays, Caldwell and Blanco Counties, held on the 21st day of September, 2006.

BE IT FURTHER RESOLVED, that the Board of Directors do hereby authorize Carole Belver and her appointees in office, to negotiate, on the terms and conditions that she may deem advisable, a contract or contracts with all the Funding Agencies/grantors and to execute said contract(s) on behalf of the Corporation, and further we do hereby give her the power and authority to do all things necessary to implement, maintain, amend or renew contracts(s).

This resolution is in full force and effective as of December 1, 2006. The above resolution was passed by a majority of those present and voting in accordance with the By-Laws and Articles of Incorporation.

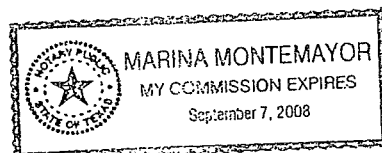
I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Community Action, Inc. of Hays, Caldwell and Blanco Counties held on the 16th day of November, 2006.



Rick Arnic
Board Secretary

Subscribed and sworn before me, Marina Montemayor, a Notary Public
for the county of Hays, on the 21th day of November, 2006.

Marina Montemayor
Notary Public Signature



**Community Action, Inc. of Hays, Caldwell and Blanco Counties
Board of Directors**

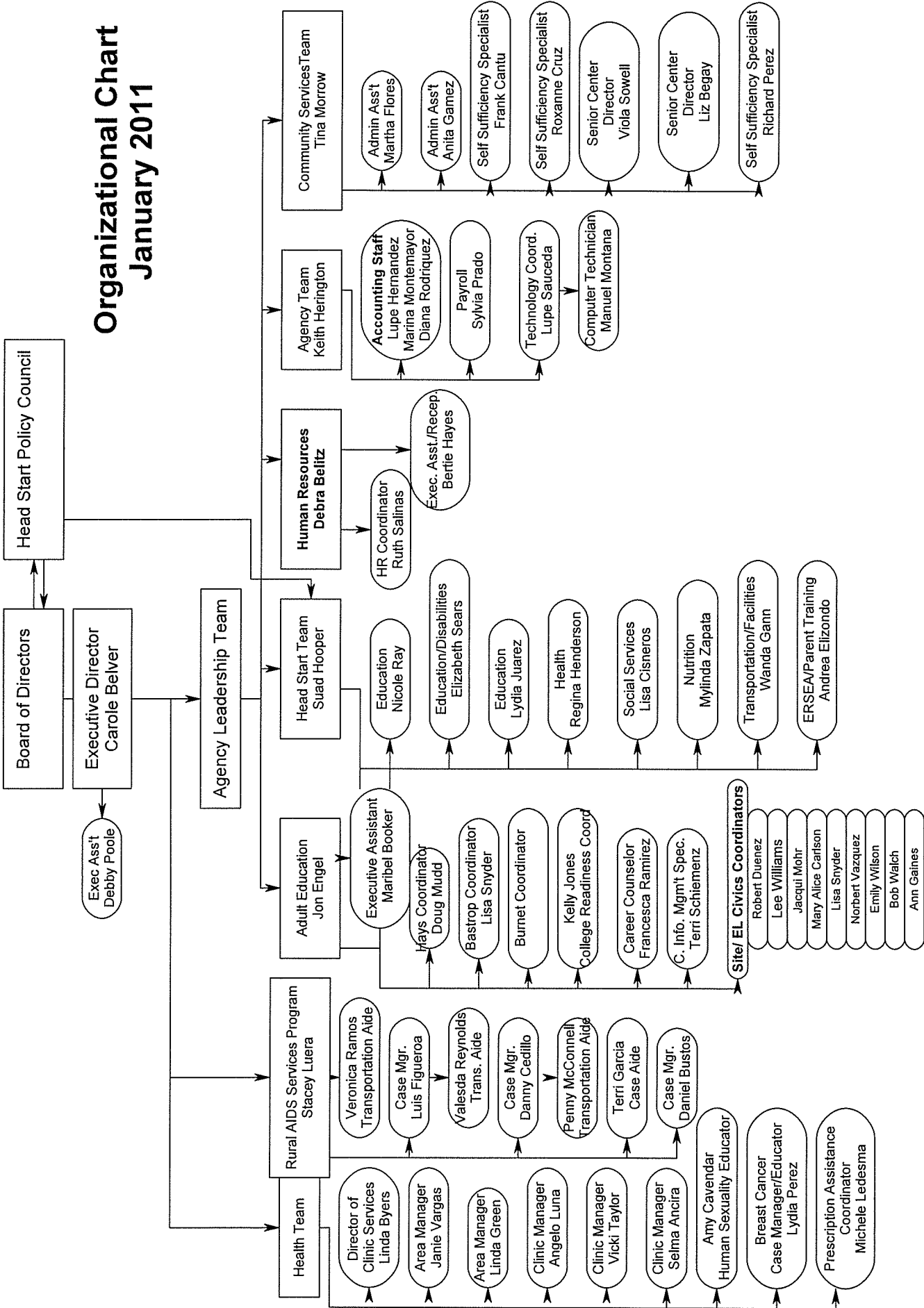
April 2011

Last Name, First, Middle	Address	Office Held	Term of Membership	Business Affiliation Job Title
Public or Elected Officials				
Shane Scott	630 E. Hopkins San Marcos, TX 78666	Board Member	03/2011-*	City of San Marcos City Council
Vacant-Blanco		Board Member		Blanco County Commissioners Court
Akers, James	586 Tom Sawyer Dripping Springs, TX 78620	Board Member	11/2009-*	Hays County Commissioners Court
Wieland, Dick	1100 W. Live Oak Lockhart, TX 78644	Board Member	07/07-*	City of Lockhart Councilman Attorney
Judge Tom Bonn	110 So. Main St. Lockhart, TX 78644	Board Member	05/10- *	Caldwell County County Judge
Neighborhoods				
Bose, Gaylord	1926 Nevada St. San Marcos, TX 78666	Chairman	1/11-1/16	San Marcos Council of Neighborhoods
Kim Rubio	130 Jackson Lane, B12 San Marcos, TX 78666	Board member	1/11-1/16	Blanco Gardens
Angela Rodriquez	1506 IH 35 South, Apt. 912, San Marcos, TX 78666	Board Member	11/10-11/11	Head Start Policy Council Rep
Esperanza Orosco	236 Morrell Kyle, TX 78640	Board Member	11/10- 11/2016	Kyle Community Representative
Vacant				
Private Groups				
Reyes, Stephanie	250 Hummingbird Way Martindale, TX 78655	Vice Chairman	01/06-01/16	City of San Marcos Assistant to the City Manager
Newton, Marjorie	312 E. Jones Luling, TX 78648	Board Member	11/06 – 11/11	Luling Independent School Dist. Teacher
Kelley, Neal	130 Hays Street Luling, TX 78648	Board Member	07/07-07/12	Seton Edgar B. Davis Hospital-VP
Gomez, Krystal	1301 Wonder World Dr. San Marcos, TX 78666	Board Member	09/09-9/12	San Marcos Chamber of Commerce
Ray Hernandez	156 Caraway Kyle, TX 78640	Secretary	01/10-01/15	Kyle Chamber of Commerce

* The term of office for public officials, or their representatives, shall be five consecutive years or as long as the public official remains in office.

** The term of office for the Policy Council representative is for as long as the individual is voted in by the Head Start Policy Council, but no more than 5 years.

Community Action, Inc. of Hays, Caldwell and Blanco Counties



Description of employees, board members, volunteers who will work with the project

Tina Morrow, Community Services director will be the primary contact for the project. She is responsible for the Senior Citizens program and will be responsible for monitoring the project's progress.

Keith Herington, Fiscal Officer will oversee the financial responsibilities related to this project.

Carole Belver, Executive Director will supervise and advise the above staff and help monitor the project's progress.

Detailed explanation of any lawsuits, judgments, or bankruptcy proceeds.

April 20, 2008--Community Action was named in a lawsuit by a former employee that filed for overtime compensation under the Fair Labor Standards Act. The lawsuit was settled on July 2, 2008 with no wrongdoing on Community Action's part.

August 5, 2008—Community Action was named in a lawsuit along with the Texas Education Agency, Christian Fellowship of San Antonio, and Healy-Murphy Center, Inc. by the Texas State Teachers Association. This suit was challenging the Commissioner's (Texas Education Agency) authority to issue grants to non-profit organizations under the Dropout Recovery Pilot Program. Case was dismissed.

August 2003—Community Action was named in a "Failure to diagnose" lawsuit from a former client who was diagnosed with advanced breast cancer. The lawsuit was settled out of court.

Community Action, Inc of Hays, Caldwell & Blanco Counties
Proposed Agency Budget
For the Period November 1, 2010 through October 31, 2011

	Budget
REVENUES	
Grants & Contracts	\$ 9,791,572
In-Kind Contributions	1,135,815
Fee for Service Revenue	659,216
Donations	<u>25,000</u>
TOTAL REVENUES	11,611,603
EXPENDITURES	
Personnel	6,216,187
Fringe Benefits	1,560,259
Travel	39,746
Supplies	548,565
Contractual	713,182
Other Operating	2,446,664
In-Kind Expense	<u>0</u>
TOTAL EXPENDITURES	<u>11,611,603</u>
CHANGE IN NET ASSETS	\$ <u><u>0</u></u>

Community Action, Inc of Hays, Caldwell
& Blanco Counties
Statement of Financial Position
February 28, 2011

ASSETS

Current Assets

Cash	\$ 299,405
Grant Receivable	515,170
Other Receivables	71,349
Inventory	43,539
Prepaid Expenses	<u>82,828</u>
Total Current Assets	1,012,291

Fixed Assets

Buildings & Equipment	4,039,356
less Accumulated Depreciation	<u>(2,495,447)</u>
Net Fixed Assets	1,543,909

Other Assets

Investments	<u>4,000</u>
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TOTAL ASSETS	\$ <u><u>2,560,200</u></u>
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LIABILITIES & NET ASSETS

Current Liabilities

Accounts Payable & Encumbrances	\$ <u>539,613</u>
Total Current Liabilities	539,613

Total Liabilities	539,613
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Net Assets

Unrestricted	323,782
Temporarily Restricted	46,906
Permanently Restricted	<u>1,649,899</u>
Total Net Assets	<u>2,020,587</u>

TOTAL LIABILITIES & NET ASSETS	\$ <u><u>2,560,200</u></u>
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Community Action, Inc. of Hays, Caldwell,
& Blanco Counties
Statement of Revenues
Four Months Ended February 28, 2011

Federal & State Grant Revenue	\$ 3,321,391
Other Grant Revenue	952
Fee for Service Revenue	69,725
Donations	68,257
Interest Income	28
In-Kind Donation Revenue	<u>1,200</u>
 TOTAL REVENUES	 \$ <u><u>3,461,552</u></u>

Community Action, Inc. of Hays, Caldwell,
& Blanco Counties
Statement of Functional Expenses
Four Months Ended February 28, 2011

Salaries	\$ 1,964,757
Fringe Benefits	533,499
Supplies	150,773
Contractual	197,904
Rent	84,124
Telephone/Internet	34,421
Utilities	32,447
Miscellaneous	1,032
Insurance	52,281
Travel	30,663
Maintenance	40,070
Other Office Expense	6,683
Dues, License & Fees	293
Employment Advertisement	1,034
Auto Expense	30,486
Employee Development	16,655
Other Occupancy Cost	1,695
Interest & Bank Fees	2,088
Direct Assistance	259,593
Depreciation	66,134
TOTAL EXPENDITURES	<u>\$ 3,506,633</u>